

ASSIGNMENT OF HOMELAND SECURITY THREAT CONDITIONS

The Homeland Security Advisory System



Color Code	Description
RED (SEVERE)	SEVERE RISK of a terrorist attack (a terrorism attack has occurred or intelligence information indicates an imminent attack is probable)
ORANGE (HIGH)	HIGH RISK of a terrorist attack (potential for an attack is high or intelligence indicates terrorists are actively seeking targets)
YELLOW (ELEVATED)	SIGNIFICANT RISK of a terrorist attack (possibility of an attack or intelligence indicates terrorist activity)
BLUE (GUARDED)	GENERAL RISK of a terrorist attack (threats may not be credible or corroborated but warrant a heightened alert)
GREEN (LOW)	LOW RISK of a terrorist attack (no threats)

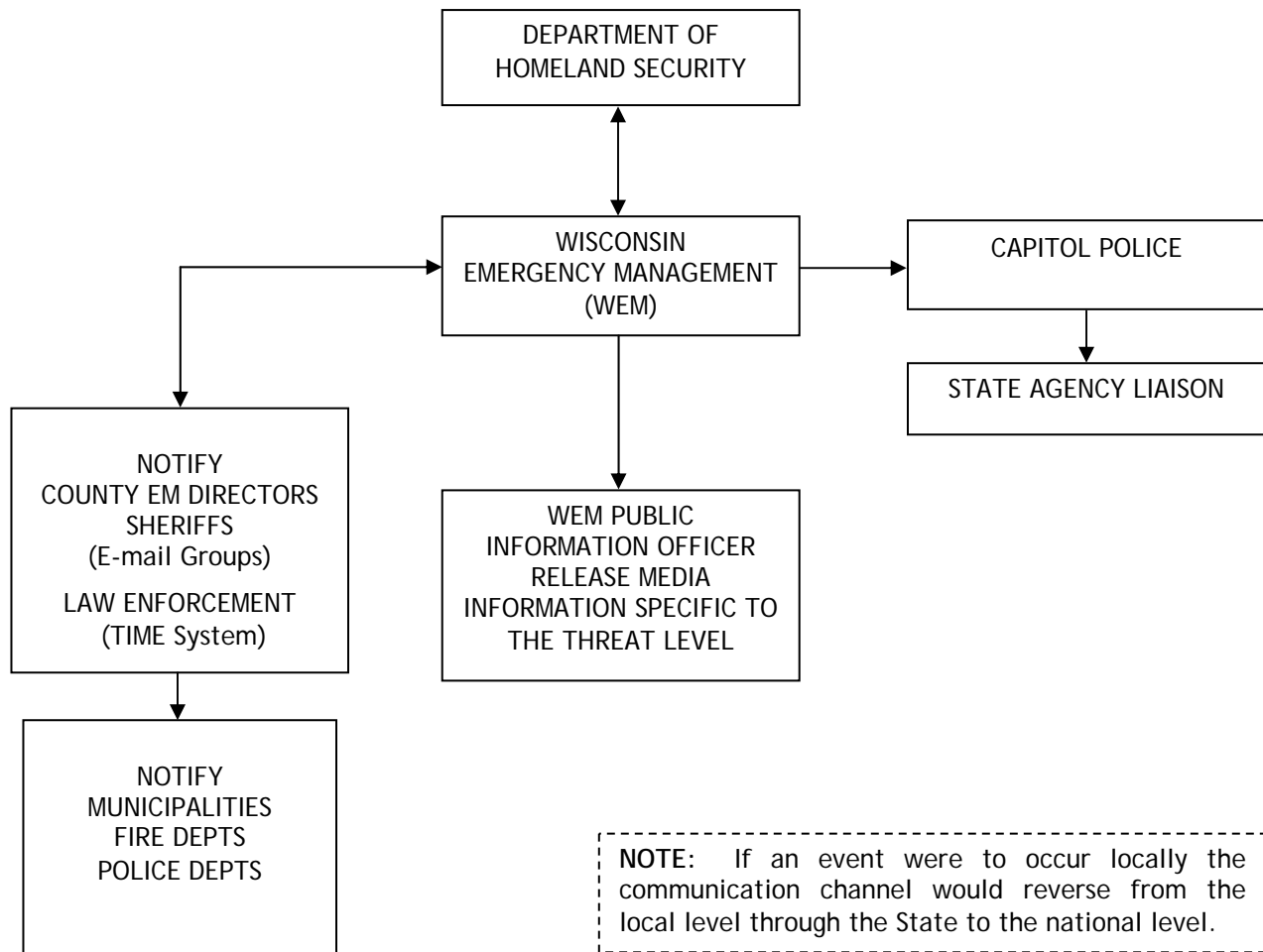
DISSEMINATION OF HOMELAND SECURITY THREAT CONDITION ADVISORIES WITHIN THE STATE OF WISCONSIN

Following notification of a change in the Homeland Security Threat Conditions, the Federal Department of Homeland Security will notify states of the change.

The State of Wisconsin will disseminate Homeland Security Threat Conditions and other related strategic information within the State in the following manner (See Figure 1 on the next page):

1. The Wisconsin Division of Emergency Management (WEM) will:
 - a. Disseminate the Homeland Security Threat Condition advisory via e-mail to county emergency management directors and sheriffs and via the TIME System to State law enforcement.
 - b. Notify the Capitol Police who are responsible for notifying State liaison officers who in turn are responsible for notifying their district and/or satellite offices.
2. Each county is responsible for disseminating the Homeland Security Threat Condition advisory to appropriate county officials, departments and agencies, special facilities, tribal governments and designated municipal warning entry points (one per municipality).
3. Each municipality is responsible for disseminating the Homeland Security Threat Condition advisory to its municipal officials, departments and to municipally identified special facilities (schools, hospitals, industries, etc.).
4. The WEM Public Information Officer will coordinate with the Governor's Office on the release of media information appropriate for the identified Homeland Security Threat Condition.

FIGURE 1 - HOMELAND SECURITY THREAT CONDITION DISTRIBUTION SYSTEM



State Emergency Operations Center (EOC) Activation Levels

Routine Operations (Emergency Operations Center Not Activated)

Incidents are handled by the Wisconsin Emergency Management Duty Officer in cooperation with other local, state and federal agencies. Other staff may be involved as advisors if needed for specific expertise. The Duty Officer responds to incidents following established Standard Operating Procedures (SOPs) as outlined in the Wisconsin Division of Emergency Management (WEM) Duty Officer System Procedures Manual.

Partial Activation of the Emergency Operations Center

An incident is or could potentially grow beyond the capability of the Duty Officer to handle. In this instance the WEM Administrator or his designee will determine the level of Emergency Operations Center (EOC) activation. At partial activation, the Duty Officer, along with select staff, will report to the EOC to perform specific emergency function in support of the incident.

During this level, the Duty Officer will continue to monitor and process other requests for assistance, separate from the incident that has caused activation of the EOC.

As a general rule, transition from Routine Operations to Partial Activation may occur when:

- A local jurisdiction has activated its EOC
- An incident involves multiple jurisdictions
- Multiple agencies, federal, state or local are involved in the response
- The Division has deployed staff to the field
- Intelligence data indicates the potential for an emergency that is or may grow beyond the capability of affected local jurisdictions

If additional staff support is required, the EOC Officer-in-Charge will have the authority to escalate to full EOC activation or implement any other level of staffing that the situation may require.

Full Activation of the Emergency Operations Center

An incident's size and complexity requires representation in the EOC by appropriate state and outside agencies and organizations to support expanded operations. The number of staff and the agencies represented will vary by incident. In this level, the level of activity dictates that normal WEM staff functions are curtailed and required personnel support the incident.



Threat Conditions and Security Guidelines for Governments

RECOMMENDED GOVERNMENT PROTECTIVE MEASURES

NOTE: Protective Measures are cumulative, but not all-inclusive, and build from GREEN to RED. You may elect to use any or all of the recommended protective measures based on your particular situation.

Action Number	Checklist		GREEN-LOW (LOW RISK of terrorist attack) Recommended Protective Measures:
	Yes	No	
G-1			Disseminate the GREEN advisory and share pertinent information related to the Homeland Security Threat Condition with tribal, state county or municipal departments/agencies, emergency operations, fire districts, and government officials identified on the Warning / Alerting Notification List (Appendix A).
G-2			Review or develop effective, site specific, emergency response plans, to include: <ul style="list-style-type: none"> • Continuity of Operations (COOP)/Continuity of Government (COG) Plans • General Emergency Response Plan • Facility Security Plan
G-3			Establish internal security communications.
G-4			Develop or review a security-training plan. Encourage employees to take Emergency Management, Red Cross first aid and Cardio-Pulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) training.
G-5			Establish building security requirements.
G-6			Develop effective external communication with state and local law enforcement and government authorities. Develop or review, coordinate and exercise Mutual Aid agreements with other jurisdictions for use during emergencies.
G-7			Test emergency and security plans.

RECOMMENDED GOVERNMENT PROTECTIVE MEASURES

NOTE: Protective Measures are cumulative, but not all-inclusive, and build from GREEN to RED. You may elect to use any or all of the recommended protective measures based on your particular situation.

Action Number	Checklist		BLUE- GUARDED (GENERAL RISK of terrorist attack) Recommended Protective Measures:
	Yes	No	
B-1			Disseminate the BLUE advisory and share pertinent information related to the Homeland Security Threat Condition with tribal, state, county or municipal departments/agencies, emergency operations, fire districts, and government officials identified on the Warning/Alerting Notification List (Appendix A).
B-2			Consider the measures listed in Homeland Security Threat Condition GREEN Advisory.
B-3			Test and review all applicable site specific emergency plans, to include <ul style="list-style-type: none"> • Continuity of Operations (COOP)/Continuity of Government (COG) Plans • General Emergency Response Plan • Facility Security Plan Each department should be familiar with their assigned responsibilities according to the plan
B-4			Increase and control external communications. Evaluate information available on public websites that could compromise security.
B-5			Implement security plans appropriate to the facility. Review, and if necessary, update communications plans and call-down procedures to ensure current and accurate information. Monitor and test communications and warning systems at periodic intervals.
B-6			Estimate the threat vulnerability of each critical facility and the countermeasures required to protect them.
B-7			Assess mail-handling procedures against intelligence reports regarding the current Homeland Security Threat Condition. Advise personnel who handle mail, courier, and package delivery to remain vigilant and report any concerns or suspect items.

RECOMMENDED GOVERNMENT PROTECTIVE MEASURES

NOTE: Protective Measures are cumulative, but not all-inclusive, and build from GREEN to RED. You may elect to use any or all of the recommended protective measures based on your particular situation.

Action Number	Checklist		YELLOW - ELEVATED (SIGNIFICANT RISK of terrorist attack) Recommended Protective Measures:
	Yes	No	
Y-1			Disseminate the YELLOW advisory and share pertinent information related to the Homeland Security Threat Condition with tribal, state, county or municipal departments/agencies, emergency operations, fire districts, and government officials identified on the Warning/Alerting Notification List (Appendix A).
Y-2			Consider the measures listed in the Homeland Security Threat Condition GREEN and BLUE Advisories.
Y-3			Implement facility security plans as appropriate. Ensure that emergency staff and equipment are ready and available. Possible security recommendations and considerations include: <ul style="list-style-type: none"> • Increase interior building inspections • Increase control of package and mail deliveries • Increase exterior building inspections • Increase control of building access
Y-4			Identify any planned community events where a large attendance is anticipated. Consult with event organizers regarding contingency plans, security awareness, and site accessibility and control. Consider recommendations to cancel the event if warranted by the current situation.
Y-5			Increase the frequency of backups for critical information systems and review availability of technical support; e.g. systems programmers, technical personnel, redundancy of equipment, off-site storage of critical data, stockpile of critical spare parts, off-site data recovery, etc.

RECOMMENDED GOVERNMENT PROTECTIVE MEASURES

NOTE: Protective Measures are cumulative, but not all-inclusive, and build from GREEN to RED. You may elect to use any or all of the recommended protective measures based on your particular situation.

Action Number	Checklist		ORANGE - HIGH (HIGH RISK of terrorist attack) Recommended Protective Measures:
	Yes	No	
O-1			Disseminate the ORANGE advisory and share pertinent information related to the Homeland Security Threat Condition with tribal, state, or municipal departments/agencies, emergency operations, fire districts, and government officials identified on the Warning/Alerting Notification List (Appendix A).
O-2			Consider the measures listed in the Homeland Security Threat Condition GREEN, BLUE and YELLOW Advisories.
O-3			Place all emergency management and specialized response teams on full alert status, as appropriate.
O-4			Review facility security plans and adjust accordingly. Possible security recommendations or considerations include: <ul style="list-style-type: none"> • Increase interior building inspections • Increase control of package and mail deliveries • Increase exterior building inspections • Increase control of building access • Restrict entrance of individuals and items into the building(s) • Restrict vehicles parked in or around the building(s)
O-5			Prepare to activate Continuity of Operations (COOP)/Continuity of Government (COG) Plan.
O-6			Increase monitoring of computer and network intrusion detection systems and security monitoring systems. Determine if sufficient technical resources are available to respond to and mitigate a cyber attack.

RECOMMENDED GOVERNMENT PROTECTIVE MEASURES

NOTE: Protective Measures are cumulative, but not all-inclusive, and build from GREEN to RED. You may elect to use any or all of the recommended protective measures based on your particular situation.

Action Number	Checklist		RED - SEVERE (SEVERE RISK of terrorist attack) Recommended Protective Measures:
	Yes	No	
R-1			Disseminate the RED advisory and share pertinent information related to the Homeland Security Threat Condition with tribal, state, county or municipal departments/agencies, emergency operations, fire districts, and government officials identified on the Warning/Alerting Notification List (Appendix A).
R-2			Consider the measures listed in the Homeland Security Threat Condition GREEN, BLUE, YELLOW and ORANGE Advisories.
R-3			In the absence of a state proclamation of a state of emergency, consider a local proclamation/declaration to authorize activation of the local emergency management system.
R-4			Implement facility security plans as necessary. <ul style="list-style-type: none"> • Increase interior building inspections • Increase control of package and mail deliveries • Increase exterior building inspections • Increase control of building access • Restrict entrance of individuals and items into the building(s) • Restrict vehicles parked in or around the building(s) • Monitor, redirect or restrict transportation systems near buildings(s) • Consider releasing non-critical function personnel
R-5			Brief all Emergency Operation Center (EOC), government and first response personnel on critical facility evacuation routes and contingency communications plans. Provide direction regarding what equipment and supplies should be taken in the event of an evacuation.
R-6			Activate, or place on high alert specialized response teams/personnel; e.g. HAZMAT, EMS, SWAT, Crisis Counseling, etc.
R-7			Maintain communications with, and provide security for hospitals and critical medical facilities, if appropriate.
R-8			Implement the Continuity of Operations (COOP)/Continuity of Government (COG) Plan.
R-9			Implement Mutual Aid agreements, as required.



Threat Conditions and Security Guidelines for Businesses

RECOMMENDED BUSINESS PROTECTIVE MEASURES

NOTE: Protective Measures are cumulative, but are not all-inclusive, and build from GREEN to RED. You may elect to use any or all of the recommended actions based on your particular situation. You may also elect to move an action to a different alert level.

Action Number	Checklist		GREEN - LOW (LOW RISK of terrorist attack) Recommended Protective Measures:
	Yes	No	
G-1			Disseminate the GREEN advisory and share pertinent information related to the Homeland Security Threat Condition level with company/facility officials including security personnel identified in the Warning/Alerting Notification List (Appendix A).
G-2			Identify your critical facilities that may need protection.
G-3			Be alert to suspicious activities and/or individuals and report it to proper authorities or law enforcement agencies.
G-4			Routine operations without security stipulations are allowable. Continue to include safety and common sense practices in daily routines. Possible security recommendations or considerations include: <ul style="list-style-type: none"> • Review physical security precautions to minimize the risk of theft, unauthorized entry or destruction of property • Provide access control and locking of high security areas • Mark all security keys with "Do Not Duplicate"
G-5			Provide training on homeland security advisory system, physical security precautions and consider obtaining copies of Terrorism: Preparing for the Unexpected and Preparing Your Business for the Unthinkable brochures from your local Red Cross chapter for distribution to employees.
G-6			Develop, review and/or update emergency response, continuity of operations and business resumption plans. Use Red Cross Emergency Management Guide for Business and Industry to develop written emergency plans to address all hazards. Include an emergency communication plan to notify employees; designate an off-site 'report to' or alternate work location in case of evacuation. Provide relevant information to families, staff, and employees.
G-7			Encourage staff to take a Red Cross Cardio-Pulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) and first aid courses.
G-8			Plan and budget for physical security measures.
G-9			Conduct routine inventories of emergency supplies and medical aid kits. Update and restock as required. Contact vendors/suppliers to confirm their emergency response plan procedures.

RECOMMENDED BUSINESS PROTECTIVE MEASURES

NOTE: Protective Measures are cumulative, but are not all-inclusive, and build from GREEN to RED. You may elect to use any or all of the recommended actions based on your particular situation. You may also elect to move an action to a different alert level.

Action Number	Checklist		BLUE - GUARDED (GENERAL RISK of a terrorist attack) Recommended Protective Measures:
	Yes	No	
B-1			Disseminate the BLUE advisory and share pertinent information related to the Homeland Security Threat Condition level with company/facility officials including security personnel identified in the Warning/Alerting Notification List (Appendix A).
B-2			Consider the measures listed in Homeland Security Threat Condition GREEN Advisory.
B-3			Initiate discussions with community leaders, emergency management, government agencies, community organizations and utilities. Estimate the threat vulnerability of each critical facility and the countermeasures required to protect them.
B-4			Conduct training and emergency drills using the emergency response, continuity of operations and/or business resumption plans. Brief employees on appropriate response measures, protective actions, and self-help options appropriate to the Homeland Security Threat Condition level.
B-5			Implement security plans appropriate to the facilities and assets involved. Develop Mutual Aid agreements with other facilities and/or with local government for use during emergencies. Review and update communications plans call-down procedures as necessary. Monitor and test communications and warning systems at periodic intervals. Possible security recommendations or considerations include: <ul style="list-style-type: none"> • Issue employee picture ID badges • Conduct background checks on all employees, if authorized • Install surveillance cameras in vulnerable areas • Provide a back-up power source for critical functions • Install an alarm system for critical buildings, doors or offices • Move vehicles and objects (trash containers, crates, etc.) away from buildings, particularly buildings of a sensitive nature • Lock and regularly inspecting all buildings, rooms, and storage areas not in regular use
B-6			Secure buildings, unused rooms, storage areas, equipment, all company vehicles and private vehicles parked at work site.
B-7			Evaluate information available on public websites that could compromise security.
B-8			Remind employees to be alert for suspicious packages, activities, and vehicles and to report these occurrences to the proper authority. Assess mail-handling procedures and modify based on the Homeland Security Threat Condition level to include potential of handling mail off site.
B-9			Consider volunteering to assist and support the community emergency response agencies (e.g. Red Cross, social services, Neighborhood Crime Watch, Community Emergency Response Team (CERT), Community Policing (COP) or Amateur Radio Emergency Service (ARES) programs. Contact your local emergency management office or visit these web sites: http://www.redcross.org , http://www.citizencorps.gov , http://www.ares.org

RECOMMENDED BUSINESS PROTECTIVE MEASURES

NOTE: Protective Measures are cumulative, but are not all-inclusive, and build from GREEN to RED. You may elect to use any or all of the recommended actions based on your particular situation. You may also elect to move an action to a different alert level.

Action Number	Checklist		YELLOW - ELEVATED (SIGNIFICANT RISK of terrorist attack) Recommended Protective Measures:
	Yes	No	
Y-1			Disseminate the YELLOW advisory and share pertinent information related to the Homeland Security Threat Condition level with company/facility officials including security personnel identified in the Warning/Alerting Notification List (Appendix A).
Y-2			Consider the measures listed in the Homeland Security Threat Condition GREEN and BLUE Advisories.
Y-3			Review critical infrastructure and facility security plans and adjust accordingly. Possible security recommendations or considerations include: <ul style="list-style-type: none"> • Increase spot checks of specific high-risk targets/facilities. At the beginning and end of each work shift, as well as at other regular and frequent intervals, inspect the interior and exterior of buildings in regular use for suspicious or unattended packages. • Secure company vehicles. Check the vehicle and its chassis underside before opening the door and starting the engine. • Check all deliveries to facilities.
Y-4			Share pertinent information directly related to the Homeland Security Threat Condition level with first responders and government officials. Meet with appropriate representatives of government entities to review contingency and evacuation plans and brief employees. Update and test call-down list for emergency response teams and key employees.
Y-5			Review, coordinate and update mutual aid agreements with other critical facilities and governmental agencies.
Y-6			Consider alternative work schedules of operational and staff personnel if the situation escalates. Include plans to maximize staffing and response capabilities.
Y-7			Conduct communications checks to ensure radio contact can be established. Increase the frequency of backups for critical information systems and review availability of technical support; e.g. systems programmers, technical personnel, redundancy of equipment, off-site storage of critical data, stockpile of critical spare parts, off-site data recovery, etc.
Y-8			Review employee training on security precautions (bomb threat procedures, reporting suspicious packages, activities and people).

RECOMMENDED BUSINESS PROTECTIVE MEASURES

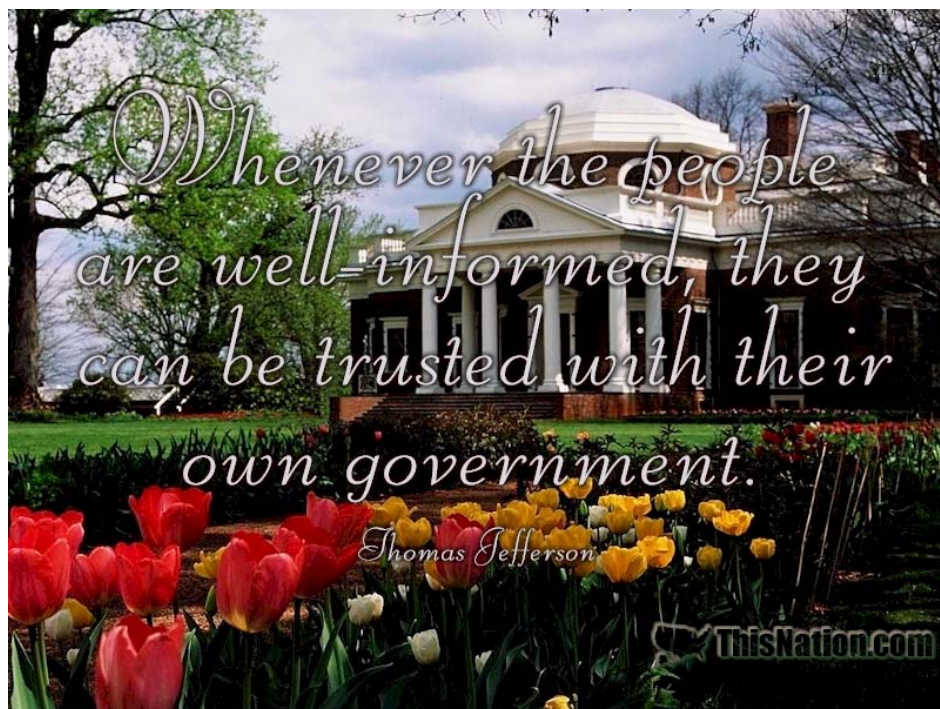
NOTE: Protective Measures are cumulative, but are not all-inclusive, and build from GREEN to RED. You may elect to use any or all of the recommended actions based on your particular situation. You may also elect to move an action to a different alert level.

Action Number	Checklist		ORANGE - HIGH (HIGH RISK of terrorist attack) Recommended Protective Measures:
	Yes	No	
O-1			Disseminate the ORANGE advisory and share pertinent information related to the Homeland Security Threat Condition level with company/facility officials including security personnel identified in the Warning/Alerting Notification List (Appendix A). Monitor world and local events. Relay credible threat intelligence to key personnel. Discuss fears concerning possible terrorist attacks with employees, staff, families, children and neighbors. Listen to the news for further information and instruction.
O-2			Consider the measures listed in the Homeland Security Threat Condition GREEN, BLUE and YELLOW Advisories.
O-3			Place all emergency and specialized response teams on full alert status.
O-4			Determine need to restrict access to business or provide private security firm support/reinforcement.
O-5			Review critical infrastructure and facility security plans and adjust accordingly. Possible security recommendations or considerations include: <ul style="list-style-type: none"> • Limit access points to critical infrastructure facilities to the absolute minimum, and strictly enforcing entry control procedures. Lock all exterior doors except the main facility entrance(s). Identify and protecting all designated vulnerable points. • Check that contractors have valid work orders outlining tasks to be performed within the secured facility. Check where the visitors were or contractors worked to assure nothing is amiss or left behind. • Keep company vehicles in a secure area or in an indoor facility. Keep garage doors closed and locked. • Enforce parking of vehicles away from sensitive buildings. Erect barriers and obstacles to control the flow of traffic, as appropriate. Visually inspect the interior and undercarriage of vehicles entering parking lots and terraces. • Increase defensive perimeters around key structures and events. Increase security patrols around critical facilities. Contact law enforcement agencies within the jurisdiction and advise them of the need for increased security and awareness.
O-6			Maintain and monitor communications and warning systems.

RECOMMENDED BUSINESS PROTECTIVE MEASURES

NOTE: Protective Measures are cumulative, but are not all-inclusive, and build from GREEN to RED. You may elect to use any or all of the recommended actions based on your particular situation. You may also elect to move an action to a different alert level.

Action Number	Checklist		RED - SEVERE (SEVERE RISK of terrorist attack) Recommended Protective Measures:
	Yes	No	
R-1			Disseminate the RED advisory and share pertinent information related to the Homeland Security Threat Condition level with company/facility officials including security personnel identified in the Warning/Alerting Notification List (Appendix A).
R-2			Consider the measures listed in the Homeland Security Threat Condition GREEN, BLUE, YELLOW and ORANGE Advisories.
R-3			Determine need to close business or facilities based on circumstances and in accordance with written emergency plan or appropriate authorities. Consider releasing non-critical personnel. Be prepared to work with a dispersed or smaller work force.
R-4			Review critical infrastructure and facility security plans and adjust accordingly. Possible security recommendations or considerations include: <ul style="list-style-type: none"> • Ensure the positive identification of all vehicles located near or operating within your property. • Conduct frequent exterior checks of at-risk facilities. Begin spot checks of lower risk targets. Consider placing a security watch at all sensitive facilities 24-hours a day until the Homeland Security Threat Condition level has diminished. • Deliveries to critical facilities should not be accepted unless approved by management. All deliveries should not be opened inside of the facility, and minimal personnel should be in the immediate area when the packages are opened.
R-5			Brief all employees on evacuation routes and contingency communications plans. Provide direction regarding what equipment and supplies should be taken in the event of an evacuation. Provide access to mental health counselors, as needed.
R-6			Conduct welfare checks of working personnel and facilities throughout the day and night.
R-7			Be prepared to control access routes serving critical infrastructure facilities and evacuation routes.
R-8			Work with local law enforcement, emergency responders, community leaders, emergency management, government agencies, community organizations, and utilities to meet immediate needs of the community.
R-9			Be prepared to implement Mutual Aid agreements with government and with other critical facilities.



Threat Conditions and Security Guidelines for Citizens

RECOMMENDED CITIZEN, NEIGHBORHOOD AND FAMILY PROTECTIVE MEASURES

NOTE: Protective measures are cumulative and build from GREEN to RED. You may elect to use any or all of the recommended protective measures based on your particular situation. You may also elect to move a protective measure to a different alert level.

Action Number	Checklist		GREEN-LOW (LOW RISK of terrorist attack) Recommended Protective Measures:
	Yes	No	
G-1			Understand and be alert to suspicious activities and/or individuals and report it to proper authorities or law enforcement agencies
G-2			Continue to enjoy individual freedom. Participate freely in travel, work and recreational activities.
G-3			Develop a personal/family disaster plan and disaster supplies kit using Red Cross brochures Your Family Disaster Plan and Your Family Disaster Supplies Kit . http://www.redcross.org . Know how to turn off your power, gas and water service to your house.
G-4			Be aware of suspicious activities.
G-5			Consider volunteer opportunities to assist and support the community emergency response agencies (e.g. Red Cross, social services, Neighborhood Crime Watch, Community Emergency Response Team ("CERT"), Community Policing ("COP") or Amateur Radio Emergency Service ("ARES") programs. Contact your local emergency management office or visit these web sites: http://www.redcross.org , http://www.citizencorps.gov , http://www.ares.org .
G-6			Consider taking a Red Cross Cardio-Pulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) and first aid courses.

Action Number	Checklist		BLUE - GUARDED (GENERAL RISK of a terrorist attack) Recommended Protective Measures:
	Yes	No	
B-1			Inform family and neighbors about the Homeland Security Threat Condition BLUE advisory. Monitor local and national news for terrorist alerts. Be suspicious of person(s) taking photographs of critical facilities, asking detailed questions about physical security or who are dressed inappropriately for weather conditions.
B-2			Consider the measures listed in Homeland Security Threat Condition GREEN Advisory.
B-3			Develop emergency communication plan with family, neighbors and friends that everyone can understand. Establish an alternate meeting place away from home with family or friends. Review stored disaster supplies and replace items that are outdated
B-4			Be aware of suspicious activities and report as appropriate.
B-5			Ensure that all private vehicles are secured.
B-6			When handling mail, courier, and package deliveries, remain vigilant and report any concerns or suspect items

RECOMMENDED CITIZEN, NEIGHBORHOOD AND FAMILY PROTECTIVE MEASURES

NOTE: Protective measures are cumulative and build from GREEN to RED. You may elect to use any or all of the recommended protective measures based on your particular situation. You may also elect to move a protective measure to a different alert level.

Action Number	Checklist		YELLOW - ELEVATED (SIGNIFICANT RISK of terrorist attack) Recommended Protective Measures:
	Yes	No	
Y-1			Inform family and neighbors about the Homeland Security Threat Condition YELLOW advisory. Continue normal activities but expect some delays, baggage searches and restrictions to some facilities.
Y-2			Consider the measures listed in the Homeland Security Threat Condition GREEN and BLUE Advisories.
Y-3			Check telephone numbers and e-mail addresses in your personal communication plan and update as necessary. If appropriate, contact your children's schools to determine their emergency notification and evacuation plans.
Y-4			Report suspicious activities to local law enforcement authorities.
Y-5			Develop alternate routes to/from work/school and practice them.
Y-6			Consider having a neighborhood meeting to identify neighbors who are elderly or have special needs. Assist them in development of a personal disaster plan and disaster supplies kit if necessary.

Action Number	Checklist		ORANGE - HIGH (HIGH RISK of terrorist attack) Recommended Protective Measures:
	Yes	No	
O-1			Inform family and neighbors about the Homeland Security Threat Condition ORANGE advisory. Continue normal activities but expect some delays, baggage searches and restrictions to some facilities.
O-2			Consider the measures listed in the Homeland Security Threat Condition GREEN, BLUE and YELLOW Advisories.
O-3			Review your personal/family disaster plan with all family members. Ensure that your disaster supplies kit is ready and available.
O-4			Immediately report suspicious activities to local law enforcement authorities.
O-5			Exercise caution when traveling. Be alert to your surroundings; avoid placing yourself in a vulnerable situation and increase monitoring the activities of your children. Avoid leaving unattended packages, backpacks, brief cases or bags in public areas.
O-6			Check on neighbors who are elderly or have special needs to ensure they are okay. Review disaster plan with them.
O-7			Listen to news regarding the heightened threat and security procedures, local contingency operations/plans/evacuations and personal safety messages.

RECOMMENDED CITIZEN, NEIGHBORHOOD AND FAMILY PROTECTIVE MEASURES

NOTE: Protective measures are cumulative and build from GREEN to RED. You may elect to use any or all of the recommended protective measures based on your particular situation. You may also elect to move a protective measure to a different alert level.

Action Number	Checklist		RED - SEVERE (SEVERE RISK of terrorist attack) Recommended Protective Measures:
	Yes	No	
R-1			Inform family and neighbors about the Homeland Security Threat Condition RED advisory. Expect delays, searches and restricted access to buildings. Expect traffic delays and restrictions. Avoid crowded public areas and gatherings.
R-2			Consider the measures listed in the Homeland Security Threat Condition GREEN, BLUE, YELLOW and ORANGE Advisories.
R-3			Maintain and monitor communications and warning systems. Listen to radio/TV for current information/instructions.
R-4			Report suspicious activities and call 9-1-1 for immediate response.
R-5			Contact business/school to determine status of work/school day.
R-6			Adhere to any travel restrictions announced by local governmental authorities.
R-7			If instructed by local government authorities, be prepared to shelter in place or evacuate. Assist family and neighbors who are elderly or have special needs.



APPENDICES

APPENDIX A

SAMPLE WARNING / ALERTING NOTIFICATION LIST

NOTE: This is just an example; include all necessary offices, facilities or people.

DATE		HOMELAND SECURITY THREAT CONDITION ADVISORY LEVEL		
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NOTIFY	PHONE NUMBER	TIME NOTIFIED	PERSON CONTACTED	OPERATOR INITIALS
Business				
CEO/Executive				
Management Officials				
Security				
Building Maintenance				
Mail Room				
Local Government				
Sheriff/Police Chief				
Fire Chief				
Emergency Management				
Critical Facilities/Key Assets				
Electric Utilities				
Water District				
Gas Company				
Critical Suppliers				

